



# Proposal Check List

## Yakima Ave South Request for Proposals

This check list includes select items from the Combined Funders Application for Homeownership required for this proposal.

- ☐ 1. Introduction
- ☐ 2. Sponsor (and partnership if applicable) information
- ☐ 3. Project description
  - ☐ Include completed tab 3 of forms
- ☐ 4. Project Design
  - ☐ Site plan
  - ☐ Cross section of typical structure in relation to grade
  - ☐ Typical unit floor plan
  - ☐ Typical elevation drawing or image of proposed structure
- ☐ 5. Marketing, outreach and community engagement strategy
- ☐ 6. Stewardship Plan
  - ☐ Include template affordability restrictions (covenant, ground lease, purchase options, etc.)
- ☐ 7. Development Budget and Narrative
  - ☐ Include completed tab 6A of forms
  - ☐ Include completed tab 6B-1 of forms
  - ☐ Include completed tab 7 of forms
  - ☐ Include completed tab 6C-1 of forms
  - ☐ Include completed tab 6E of forms
  - ☐ Include completed tab(s) 8 of forms
- ☐ 8. Project Timeline
  - ☐ Include completed tab 5A of forms
  - ☐ Gantt chart of all concurrent projects
- ☐ 9. Development experience
  - ☐ Team description and qualifications
  - ☐ Include completed tab 9 of forms
  - ☐ Past/current projects description
- ☐ 10. Stewardship Experience
- ☐ 11. Financial Capacity
  - ☐ Three years of audited financial statements or equivalent documentation